



Affinity Publisher: Introduction

You learn how to use the building blocks of Publisher such as layouts, objects, text, and graphics. Using Layout aids such as guides will help with size and placement, while styles let you format page elements automatically. You will see how easy it is to produce documents, flyers, ads and much more.

Affinity Publisher has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web. We will reveal to you the Design and Response Secrets that work.

In this course, you will:

- Navigate the Publisher interface
- Designing a document
- Work with page elements
- Handle how text flows in a document
- Edit text
- Creating Tables
- Outputting Documents

Course Length: 1 day

Course Content

INTRODUCING THE WORKSPACE

Looking at the workspace

Working with panels

Customizing the workspace

Navigating through a document

Using context menus

GETTING TO KNOW AFFINITY PUBLISHER

Viewing guides

Preflighting as you work

Adding text

Working with styles

Working with graphics

Working with objects

Working with object styles

Viewing the document in Presentation mode

SETTING UP A DOCUMENT AND WORKING WITH PAGES

Creating and saving custom document settings

Creating a new document

Working with master pages

Applying master pages to document pages

Adding new document pages

Rearranging and deleting document pages

Changing the size of pages

Adding sections to change page numbering

Overriding master page items on document pages and placing text and graphics

Viewing the completed spread



WORKING WITH OBJECTS

- Working with layers
- Creating and modifying text frames
- Creating and modifying graphics frames
- Placing and linking graphics frames
- Changing the shape of a frame
- Wrapping text around a graphic
- Modifying the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects

FLOWING TEXT

- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Flowing text automatically
- Creating threaded frames automatically
- Resizing text frames automatically
- Adding a jump line page number

EDITING TEXT

- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Editor
- Tracking changes

TABLES

- Creating Tables
- Styling Tables

OUTPUT

- Proofing Documents
- Preflighting
- Creating correct PDF's